

Guidance and Instructions for Submitting FY 2010 Defense Appropriations Requests

General Guidance:

1. On or before the appropriations request deadline (**April 3**), please submit requests via the website:
<https://membersrequests.approps.house.gov/>
2. On or before the appropriations request deadline, please provide a package to H-149 in the Capitol which includes:
 - a. A cover letter listing, in order of priority, the project name, the appropriation account, and the dollar amount requested. If the Member is submitting project, program, and/or language requests, please separate each category into its own priority list. Do **NOT** integrate project, program, and language requests. **No further detail on the cover sheet is necessary.**
 - b. Completed FY 2010 Defense Appropriations online submission forms (one for each request). The Subcommittee will **ONLY** accept printouts from online submissions. The Committee will **NOT** accept the sample member request forms. Each request (not page) must be **SIGNED** by the Member in the upper right hand corner.
 - c. Please put the cover letter and forms in a standard letter size manila envelope.
3. Financial Disclosures must be on letterhead, signed by the Member, scanned, and submitted online. **Hard copies are not necessary.**
4. Do **NOT** print forms on two sides of paper.
5. Do **NOT** staple forms or use paper clips.
6. If you have any questions, please call (202) 225-2847.

Instructions for Completing FY 2010 Defense Appropriations Form:

1. **Priority** – This is **mandatory** for every request. 1 represents the highest priority, 2 represents the second highest, etc. Each Member may have separate priority lists for project, program, and language requests.
2. **Member** – Provide the name of the Member who is making the request.
3. **Staff Contact** – Provide the appropriate point of contact who can discuss the request.
4. **Phone** – Provide the appropriate office phone number.
5. **Member's Signature** – An authentic Member's signature is required for every request. Forms without a signature cannot be considered.
6. **Military Service Branch** – The Military Service or DoD component that is to be the recipient of your request. This is typically Army, Navy, Marine Corps, Air Force, or DoD Defense-Wide.
7. **Appropriations Account** – Provide a valid appropriation account (a list is provided on website).
8. **2010 Budget Line Item Title** – Provide the title of the line item under which this request would be funded as it appears in the FY 2010 DoD Budget Materials. Please reference the DoD Program Justification Materials

(M1,O1,P1,R1), located on the Defense Comptroller website:

<http://www.defenselink.mil/comptroller/budgetindex.html>

9. Provide only one of the following:

- a. **Military Personnel** – Requires the budget activity number.
- b. **O&M** – Requires the budget activity number.
- c. **Procurement** – Requires the P-1 Line number.
- d. **RDTE** – Requires the R-1 Line Number **AND** the Program Element number.
- e. **Intel** – Requires the MIP/NIP number, if appropriate.

10. Name of Project Requested – Provide a fully descriptive name for the requested project.

11. Project Description – Provide a clear description of a justifiable military requirement. This information must be provided before a request can be considered. There is **no limit** to the amount of characters allowed on the online submission. Please be thorough in your description.

12. Benefit to DoD – Provide a clear explanation of the benefit this project provides to DoD. This information must be different from the project description. There is **no limit** to the amount of characters allowed on the online submission. Please be thorough in your description.

13. Congressional Funding History – Provide the appropriation for this project, if applicable, for the past 5 years. If not applicable, enter "0." This is the funding for the specific **PROJECT**, not the budget line for which the project is requested.

14. DoD Supporting Program Manager/Agency - Provide the name and contact information for the person/agency within DoD that supports the project. This can **NOT** be a Congressional liaison.

15. FY 2010 Budget Amount – Provide the amount requested for this **PROJECT** in the President's FY 2010 Budget Submission. If no request was included, enter "\$0". This is **NOT** the amount of funding for the line in which the project is requested.

16. Member's FY 2010 Request – Indicate the FY 2010 funding and/or language request. For bill and/or report language, please be thorough, but brief.